

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES FOR MARCH 17, 2021
COUNCIL CHAMBERS, 911 N 7TH AVENUE, POCATELLO, ID**

Members present: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, and David Villarreal.

Members absent/excused: Brian Blad (excused), Thomas Ottaway (unexcused).

Others present: Brent McLane, Executive Director; Jim Krueger, Treasurer; Aceline McCulla, Secretary; Jared Johnson, Pocatello City Attorney; Merril Quayle, Pocatello Public Works Development Engineer; Jeff Mansfield, Pocatello Public Works Director/City Engineer; and other members of the public.

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest.

Chair David Villarreal called the meeting to order at approximately 11:00 a.m. No conflicts were disclosed at this time.

Chair Villarreal introduced Victoria Byrd

Agenda Item No. 2: Minutes

The minutes of the regularly scheduled meeting of February 17, 2021 were reviewed. It was then moved by **J. Johnston** and seconded by **S. Turner** to approve the minutes with the corrections from the regular meeting of February 17, 2021. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 3: Resolution 2021-01

The Board considered adopting Resolution 2021-01 that expressed appreciation for Scott Smith's service to the Board. It was then moved by **T. Tovey** and seconded by **H. Adamson** to adopt Resolution 2021-01. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 4: Financial Report.

The Board considered the February financial report presented in the supplemented agenda packet. It was then moved by **J. Johnston** and seconded by **S. Turner** to approve the financial report as presented. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Krueger asked the PDA to adopt a resolution for a fund balance policy. Krueger would have a resolution ready by the April 21 meeting.

There was an inquiry about a change of property ownership in the Naval Ordnance TIF area. If there is a change in ownership of property in the TIF area, would that affect the area budget? **Krueger** stated he would look into this by next meeting.

It was moved by **T. Tovey** and seconded by **H. Adamson** to approve the financial report as presented. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

It was moved by **T. Tovey** and seconded by **J. Johnson** to authorize Treasurer Krueger to create a resolution to instate a Fund Balance Policy for approval during the April 21, 2021 meeting. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 5: Fiscal Year 2020 PDA Report.

The PDA FY 2020 Annual Report was submitted to the Board for consideration and approval. It was then moved by **S. Turner** and seconded by **T. Tovey** to approve the PDA FY 2020 Annual Report. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 6: Expense Payments & Reimbursements

The following expense payments and reimbursements were presented to the Board for consideration and approval.

- 6a.** \$64.50 from General Fund to Elam & Burke for legal fees for the month of January 2021 re: Special Counsel General. *See attached invoice.*
- 6b.** \$4,015.27 from General Fund to the City of Pocatello for staff services for the period of 10/01/2020 through 12/31/2020. See attached document.
- 6c.** 27.50 from General Fund to New Day Products Inc. for plaque. See attached document.

It was then moved by **H. Adamson** and seconded by **T. Tovey** to authorize the Treasurer to process agenda items 6a, 6b, and 6c, for payment as presented. Those in favor: Heidi Adamson, Victoria Byrd, Jim Johnston, Rob Lion, Scott Turner, Terrel Tovey, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 7: Calendar Review.

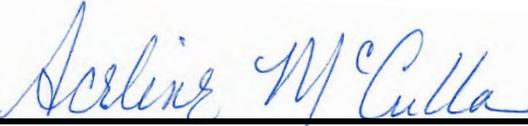
The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Tovey asked the PDA to consider having a work session to create short-term and long-term goals and objective for the upcoming year and budget. **Lion** recommended a second work session to hire an economic development consultant to help create bench marks and be more purposeful with casting future projects and revenues.

It was then moved by **D. Villarreal** and seconded by **T. Terrel** to work with Brent McLane to create an overview for and schedule work sessions that identify the economic sources and consultants to assist with these work sessions.

Agenda Item No. 8: Adjourn.

With no more business, Chair Villarreal closed the meeting at 11:30 AM.


By: Aceline McCulla, Secretary


Approved on